



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-SELFRIDGE
44370 Jefferson Avenue
SELFRIDGE ANGB, MI 48045-4941

REPLY TO
ATTENTION OF:

ANNOUNCEMENT NUMBER 18-04

FLEXIBLE

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2004
CLOSES: OPEN CONTINUOUS

TITLE: CHILD & YOUTH PROGRAM ASSISTANT, CC-1702-02/03/04

AGENCY: U.S. Army Garrison-Michigan (Selfridge)

LOCATION: MWR FUND, Family Support Branch-Child & Youth Services
Selfridge ANG Base, MI 48045-4941

SALARY: CC-02 \$9.96 per hour
CC-03 \$10.87 per hour
CC-04 \$12.20 per hour

DUTIES: **CC-02 Entry Level** – Maintains control of and accounts for whereabouts and safety of children and youth. Assists in providing and leading planned activities for program participants. Helps establish a program environment that promotes positive child and youth interactions with other children, youth and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Uses prepared curriculum/program materials and assists with developing a list of needed supplies and equipment. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and the Command. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events. Promotes and models safety, fitness, health and nutrition practices. Notifies supervisor on health, fire, and safety compliance concerns. Helps arrange for/serve appropriate snacks/meals where applicable. Observes a program participant for signs that may indicate illness, abuse or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instruction. Assists in maintaining program participation data and completing required daily reports. Provides care/supervision, oversight, and accountability for program participants in compliance with DoD, Army and local policies, guidance, and standards. Completes designated training requirements and records and tracks completed training on own Individual Development Plan (IDP). Participates in program evaluation as required. Assists in achieving and maintaining DoD/Army certification and national accreditation or Army equivalent. Performs other related duties as assigned.

CC-03 Skill Level – In addition to the duties identified in the Child & Youth Program Assistant (Entry Level –2), acts to stimulate and sustain participant interest and to establish an environment which promotes positive child and youth interactions with other children, youth and adults. Demonstrates, instructs and leads program activities. Reviews and implements daily schedules and activity plans to ensure age/stage appropriateness. Assists children and youth with special projects and homework. Participates in conferences with parents and staff.

CC-04 Target Level – In addition to the duties identified in the Child and Youth Program Assistant (Skill Level – 3), plans, coordinates and conducts activities for program participants. Implements

activities and special events which meet the physical, social, emotional and cognitive needs of children and youth. Reviews and implements schedules and activity plans; briefs other employees and parents. Demonstrates, instructs, leads and facilitates planned and spontaneous activities. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Explains program guidance, procedures, policies and directives to entry and skill level staff. Provides care, oversight and accountability for program participants in compliance with DOD, Army and local policies, guidelines and standards.

MINIMUM QUALIFICATION REQUIREMENTS:

CC-02 ENTRY LEVEL – Possess a high school diploma or GED certificate. Be able to communicate in English (both written and verbal). Be 18 years of age at the time of appointment. Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors. Documentation of good mental and physical health and freedom from communicable disease. Satisfactory completion (no convictions of child abuse, molestation, neglect, or battering; or drug related offense) of Local and National Background Checks.

CONDITION OF EMPLOYMENT: All required background checks of AR 215-3, Chapter 2, paragraph 213;i. must be successfully completed and maintained to include the initiation/completion of Child and Youth National Agency Check with Inquiries (CNACI). Satisfactory completion of required training must be accomplished within six months of appointment leading to reassignment to CYPA (Skill Level - 3). Failure to achieve desired training with demonstrated competence may result in separation.

CC-03 SKILL LEVEL: Possess a high school diploma or GED certificate. Be able to communicate in English (both written and verbal). Be 18 years of age at the time of appointment. Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors. Documentation of good mental and physical health and freedom from communicable disease. Satisfactory completion (no convictions of child abuse, molestation, neglect, or battering; or drug related offense) of Local and National Background Checks. In addition, applicants must have had 6 months experience working in a group program with children and youth. Applicants must possess Army Entry Level Training Certificate (Air Force/Navy equivalent) or at least 9 semester hours college credit in early childhood/elementary/secondary/special education, child/youth development, psychology, human development, youth program administration, recreation or related behavioral sciences.

CONDITION OF EMPLOYMENT: All required background checks of AR 215-3, Chapter 2, paragraph 2-13;i. must be successfully completed and maintained to include the initiation/completion of Child and Youth National Agency Check with Inquiries (CNACI). Satisfactory completion of required training must accomplish within twelve months of appointment leading to CYPA (Target Level). Failure to achieve desired training with demonstrated competence may result in separation.

CC-04 TARGET LEVEL – Possess a high school diploma or GED certificate. Be able to communicate in English (both written and verbal). Be 18 years of age at the time of appointment. Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors. Documentation of good mental and physical health and freedom from communicable disease. Satisfactory completion (no convictions of child abuse, molestation, neglect, or battering; or drug related offense) of Local and National Background Checks. In addition applicant must have had eighteen months experience working in a group program with children and youth. Applicants must possess the Army Foundation Level Training Certificate (Air Force/Navy equivalent) or at least 15 semester hours college credits in early childhood/elementary/secondary/special education, child/youth development, psychology, human development, youth program administration, recreation or related behavioral sciences, or one (1) year vocational certificate in childcare.

CONDITION OF EMPLOYMENT: All required background checks of AR 215-3, Chapter 2, paragraph 2-13; i. must be successfully completed and maintained including Child and Youth National Agency Check with Inquiries (CNACI). Successful completion of prescribed training (transition and/or annual) is required. Failure to achieve desired training with demonstrated competence may result in separation. May be required to obtain a valid driver's license.

All employees are required to participate in Electronic Fund Transfer (Direct Deposit) of Pay into a checking/savings account.

WHO MAY APPLY: Any person who meets the qualification requirements above.

HOW TO APPLY:

1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433). The announcement number **18-04** must be written in block number (3) of the DA 3433. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.
2. Applicants with prior military service must attach **DD Form 214** to the application. Military Spouses who are eligible for **Spouse Employment Preference** must attach a copy of their sponsor's PCS Orders.
3. Attach copies of all college transcripts to the application.
4. Attach all forms together and mail or deliver to the following address:

US Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Personnel Unit
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES ARE
EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE
MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF SPONSOR'S PCS
ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED A
DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE BASIS.